

## UNITED STATES DEPARTMENT OF AGRICULTURE

## PRODUCTION AND MARKETING ADMINISTRATION

FIELD SERVICE BRANCH

WASHINGTON, D. C.

1946 Agricultural Conservation Program

North Central Region

**COUNTY AND COMMUNITY COMMITTEEMEN'S INSTRUCTIONS FOR THE 1946 FARM PLAN AND RELATED FORMS****INDEX**

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**PART I—SELECTION OF PRACTICES TO BE APPROVED FOR THE COUNTY**

Under the 1946 Agricultural Conservation Program county and community committees will select from the practices included in the State Handbook the practices which will be approved for payment in the county. The selection of these practices should be made at a meeting of the county and community committees. The date for the meeting will be set by the State Committee in order that a representative of the State Committee may attend the meeting.

The selection of the practices to be approved should be made after thorough consideration of the total conservation needs for the county, the relative need for each practice, the availability of materials and equipment needed to carry out practices, the need for encouraging new practices, and the additional conservation which can be achieved by including each practice in the program. Only a limited number of practices should be selected and these, together with other practices which will be carried out by farmers, should provide a sound conservation program for the county.

The practices selected are subject to the approval of the State Committee or a representative of the State Committee. The selected practices should be reported to the State Committee as soon as possible.

## PART II—INSTRUCTIONS FOR COMPLETING THE 1946 FARM PLAN

The 1946 Farm Plan Form NCR-46-3 will be used to obtain farmers' intentions with respect to participation in the 1946 Agricultural Conservation Program, to afford a basis for the community committeeman and the farmer to work out a sound conservation plan for the farm, and to acquaint farmers with the crop and livestock requirements for the year. The information pertaining to any individual farm will remain in the custody of the county agricultural conservation committee and will be used only for the purpose of the Agricultural Conservation Program. Information received from farmers relative to crop and livestock production shall be treated as confidential.

Prior to the time of the farm plan sign-up, the county committee should mail to the owner and to the operator of each farm in the county a letter setting forth the approximate time of the sign-up, the practices which will be approved for payment in the county under the 1946 program, and the fact that payment will be made on such practices only to the extent approved by the county committee. The letter should contain a suggestion that owners and operators work out a 1946 conservation plan for their farm for discussion with the community committeeman at the time of the farm plan sign-up.

Wherever practicable the community committeemen should call at each farm in the county to complete the farm plans. Discussion of the program and the plan for each farm with both the owner and the operator is highly desirable and the community committeemen should arrange for this wherever possible.

### PRELIMINARY ENTRIES BY THE COUNTY OFFICE

The acreage of farmland, cropland, noncrop open pasture, and the names and addresses of the owner and operator will be entered in the spaces provided in the heading of the form. No other entries will be made by the county office until the form has been properly completed and returned to the county office.

### ENTRIES TO BE MADE BY THE COMMUNITY COMMITTEEMEN IN SECTION I

*Changes in identity, ownership, or operation.*—If the committeeman finds that the identity, ownership, or operation of a tract has changed from that indicated in the heading of the Farm Plan, he shall note full information concerning the new arrangements on the form. In a case involving a change of operator, obtain the 1945 data from the old operator, if convenient, and obtain the 1946 information and intentions from either the new operator or the landlord before returning the form to the county office.

*Practice numbers and conservation practices.*—Under these headings the committeeman will enter the practice numbers and the names of the practices which he and the farmer have decided are best suited to the particular farm involved, and which the farmer could be reasonably expected to perform. The names of crops, types of material, etc. needed to identify the practice should also be entered.

*Unit.*—Under this heading the committeeman will enter the unit of each practice which is used as the basis of computing payment. For example, if the name of the practice is "Agricultural Limestone" the

unit would be "Tons," or in the case of "Green Manure Crops" the unit would be "Acres."

*Farmer's request.*—Under this heading the committeeman will enter the number of units of each practice that the farmer desires to carry out.

*Community committeeman's recommendation.*—If the committeeman and the farmer cannot agree as to the number of units of each practice to be carried out, the committeeman shall enter in this column his recommendation of the proper number of units for each practice. If the committeeman and the farmer do agree, the entry will be identical with the entry in the "Farmer's Request" column.

*Signing the farm plan.*—The owner or operator will date and enter his signature in the space provided at the right on the bottom of this section as an indication of his intention to participate in the 1946 Agricultural Conservation Program and as a request to the county committee for approval of the practices listed in the upper portion of the section. If section I is completed and properly signed by the owner or operator, the committeeman shall enter his signature and the date in the space provided on the left at the bottom of this section. In the event the owner or operator refuses to sign the form, the committeeman shall enter the reasons for such refusal in the space headed "Remarks."

#### ENTRIES TO BE MADE BY THE COMMUNITY COMMITTEEMAN IN SECTION II

All acreage data to be entered in this section must be on a planted basis except for "Soybeans for Beans" which will be on a harvested basis.

*1946 intentions.*—In completing the 1946 intentions, the committeeman shall discuss with the farmer the relative need for the particular crop as evidenced by the goal established for the State or county, the ability of the farmer and the farm to produce; and such factors as equipment, labor, and the 1945 acreage on the farm. The 1946 intentions should be entered for all crops printed in this section, and where applicable, for dry edible beans, cotton and tobacco.

*1945 acres.*—Enter the farmer's best estimate of the 1945 acreage of all crops printed in this section, and where applicable, the 1945 acreage for dry edible beans, cotton and tobacco. The entry for "Corn" shall include all field corn, regardless of use, including silage corn. The entry for "Soybeans" shall include only the acreage harvested for beans. The entry for "Wheat" shall include all wheat planted, regardless of use, including wheat used as pasture or green manure, and volunteer wheat harvested as grain.

*1945 production.*—The 1945 production shall be obtained for all crops listed in this section, except sugar beets. The production shown in this column shall be the amount produced on the acreage entered in the column "1945 Acres". The entry for "Corn production" will include the total production in bushels, on the acreage of corn planted in 1945 and will include the farmer's and the committeeman's estimate of the production on that portion of the planted acreage which was harvested by some means other than shredding or picking, including such methods as hogging down, grazing off, or using as silage. The entry for "Wheat production" will be the total bushels harvested, in-

cluding that which was cut and fed unthreshed. The entry for "Cotton production" will be the total number of pounds produced on the acreage planted in 1945. The entry for "Potato production" will be the total bushels harvested on the acreage planted in 1945. The entry for "Flax production" will be the total bushels harvested from the acreage planted in 1945. The entry for "Soybeans and dry edible bean production" will be the total bushels harvested from the acreage planted in 1945. The entry for "Tobacco" will be the total pounds harvested from the acreage planted in 1945.

#### ENTRIES TO BE MADE BY THE COMMUNITY COMMITTEEMAN IN SECTION III

All entries will be made on the basis of the farmer's best information as to all items on hand on January 1, 1946, and not on the date on which the Farm Plan is completed. In the case of those items having entries for January 1, 1947, the entry will be the farmer's intentions with respect to his livestock and chicken numbers at the end of the 1946 calendar year.

*All cattle and calves.*—This entry will include all dairy, beef, and dual-purpose animals of all ages.

*Cows and heifers kept for milk.*—This entry will include all cows and heifers 2 years old and over on January 1, 1946, and on January 1, 1947, that are kept for the production of milk, including those cows kept for the sole purpose of providing milk for the farm family.

*All sheep and lambs.*—This entry will include all sheep and lambs of all ages.

*Hens and pullets kept for laying.*—This entry will include all hens and pullets of all breeds that are kept on the farm for laying purposes. Young chickens should not be included in this entry.

*Sows farrowed, spring.*—The 1945 entry will include all sows that farrowed between December 1, 1944, and June 1, 1945. The corresponding 6-month period will be used in entering the 1946 intentions.

*Sows farrowed, fall.*—The 1945 entry will include all sows that farrowed between June 1, 1945, and December 1, 1945. The corresponding 6-month period will be used in entering the 1946 intentions.

#### DISPOSITION OF THE FARM PLAN

The Farm Plan will be completed in the original only and will be forwarded to the county office by the committeeman as soon as possible after completion. There will be no carbon copy for the farmer since he will be advised of his approved practices by the use of a separate form. The committeeman should be sure that the farmer understands the use and application of the practices for which he has requested approval and should impress upon the farmer the need for keeping a record of the approved practices performed and the importance of reporting performance to the county office when the practice is completed.

#### PERSONS NOT CONTACTED BY THE COMMUNITY COMMITTEEMAN

In those cases where a Farm Plan is not signed for the farm, the county committee should contact by mail all land owners, operators, and tenants not visited by the community committeeman.

### FINAL DATE FOR SIGNING THE FARM PLAN

The final date for signing the 1946 Farm Plan will be determined by the State Committee, but in no event will such date be later than June 1, 1946.

### PART III—INSTRUCTIONS FOR COMPLETING THE 1946 RANGE PLAN

#### (Nebraska and South Dakota)

The 1946 Range Management Plan, Form NCR-3A, must be completed by all operators with grazing land in excess of 640 acres, if the operator intends to carry out any of the following practices which are approved for payment in the county under the 1946 Agricultural Conservation Program: Dams for Livestock Water, Development of Springs and Seeps, Wells, Deferred Grazing, Reseeding Noncrop Open Pasture, Complete Pasture Establishment, Fireguards, or Stockwater Pipelines.

The county office will provide each community committeeman with sufficient copies of the form for his use while obtaining farmers' intentions on the 1946 Farm Plan. The farm identification in the head of the form will be completed by the community committeeman.

When a farmer or rancher indicates his intention to carry out one of the approved practices listed above and he has more than 640 acres of grazing land in his unit, it will be necessary for the community committeeman to execute Form NCR-3A and attach it to the 1946 Farm Plan.

#### ENTRIES TO BE MADE BY THE COMMUNITY COMMITTEEMAN

*Acreage of grazing land.*—This entry will include the total acreage of grazing land in the ranching or farming unit.

*Animal units on hand.*—This entry will include the total number of animal units on hand at the time the form is completed.

*Estimated carrying capacity.*—This entry will include the total number of animal units which the operator and the committeeman believe the acreage entered for "Acreage of Grazing Land" will sustain during the normal grazing season.

*Hay supplies for supplemental feeding.*—This entry will be an estimate of the total tonnage of any available to the operator for supplemental feeding.

*Recommended changes in range management.*—The committeeman will review the grazing capacity, the animal units on hand, and the hay supplies, before entering his recommendations for any changes in the operator's range management which he believes are necessary to insure the proper use of the range. Recommended changes may include suggestions for proper stock numbers, rotations, reseeding, construction of wells or dams to obtain a better distribution of grazing, mowing weeds, or any other practices, even though no payment can be made under the program. The operator's intentions with respect to carrying out approved practices for payment will be listed on Form NCR-3A and will also be entered on the Farm Plan, Form NCR-46-3. The committeeman should stress to the operator the im-

portance of carrying out the recommended changes in range management in order to be eligible for payment for any of the practices approved on the form.

*Application for approval.*—The committeeman will have the operator sign in the space provided. The committeeman will also enter his signature in the proper space and enter the date of signing. The signature of the committeeman will be an indication of his approval of the range management plan entered on the form.

#### COUNTY COMMITTEE APPROVAL OF THE RANGE MANAGEMENT PLAN

The county committee will review the plan and a member of the committee will signify approval by signing the form and dating it in the spaces provided. The carbon copy of the form, as approved, will be mailed to the operator and the original will be maintained in the farm folder for use in checking performance.

#### PART IV—INSTRUCTIONS FOR APPROVING PRACTICES FOR PAYMENT

Under the 1946 Agricultural Conservation Program the funds available for payment to farmers for conservation practices carried out by them will be allocated to counties. County and community committeemen will approve the practices for which payment will be made on each participating farm, and payment will be made for these approved practices only to the extent approved by the county committee. No farm allowances will be established as has been done under previous programs.

#### APPROVING PRACTICES FOR A FARM

In approving practices for a farm, the county and community committeemen should take into consideration the practices most needed on the farm, the relative conservation needs of all participating farms in the county, the availability of labor, materials, and equipment needed to carry out the approved practices, and other related factors. Only those practices selected for the county in accordance with the instructions in Part I of this procedure may be approved for a farm.

#### APPROVAL OF MAXIMUM PRACTICE PAYMENTS IN EXCESS OF THE COUNTY ALLOCATION

Since it is not probable that all approved practices will be carried out to the full extent approved, and since some approved practices actually performed will not meet specifications, the county committee at the time the original approvals are made may approve practices in excess of the extent needed to earn the full amount of funds allocated to the county. The extent of this excess should be determined by the county committee on the basis of the ratio of farmers' intentions to actual performance in previous programs, and other factors, subject, however, to the maximum established by the State Committee.

## TABULATION OF DATA IN SECTION I OF THE FARM PLAN

As the Farm Plans are returned to the county office the information contained thereon should be transferred to a listing sheet so that totals may be obtained for the number of farms for which the form has been signed, the total acreages of farmland, cropland, and noncrop open pasture on these farms, the intended units of approved practices as reported by farmers, and the amount of payment required for these practices. If a practice has two or more separate payment rates, each part of the practice should be listed as a separate practice in order that the total payment for the practice may be determined by multiplying the total units of the practice by the applicable credit rate. The totals of intended units and payments for the various practices will be used in checking against the probable extent to which the practice can be carried out in the county under the 1946 program, and as a guide in approving the extent of practices for individual farms.

A listing sheet should be prepared with appropriate column headings for the purpose of tabulating the information required in the preceding paragraph. Columns for listing the units of practices as recommended by the community committeemen and the units of practices approved by the county committee should also be provided on the listing sheet.

## COMMUNITY COMMITTEE REVIEW OF THE PRACTICE INTENTIONS

After most of the Farm Plans have been completed and listed, and appropriate totals have been obtained, the community committeemen should review the Farm Plans in light of the factors outlined under the paragraph "Approving Practices For a Farm" in this Part IV, and recommend the extent of the practice which should be approved for each farm for which a Farm Plan was signed. Due consideration should be given to the probable extent of practices to be approved on farms for which Farm Plans will be signed at a later date, and for adjustments in approved practices which may be found desirable.

## COUNTY COMMITTEE APPROVAL OF PRACTICES AND EXTENT OF PRACTICES

The county committee will make any adjustments needed to keep the maximum payments approved for all participating farms within the amount allocated to the county and to provide equitable practice approvals for each farm based on conservation needs and other factors. The county committee will approve the extent of the practices for which payment will be made for each farm. The columns on the Farm Plan headed "For County Office Use" may be used in determining the extent of the approvals for a farm or for such other purpose as the county committee finds desirable.

## ADJUSTMENTS OR SUBSTITUTIONS

If during the program year, the weather, availability of materials or equipment, or other factors are such that it appears that the practices originally approved will not be carried out to the extent needed to earn a substantial portion of the funds allocated to the county, and this is borne out by preliminary performance reports and the observations

of the county and community committees, adjustments or substitutions may be made in connection with the practices originally approved.

In approving adjustments or substitutions the county committee should be guided by the factors used in making the original approvals, and the information which has become available after the original approvals were made. Care should be exercised to see that the adjustments and substitutions do not result in payments in excess of the funds allocated to the county.

No adjustment or substitution shall be made which will result in the approval of any part of a practice after it has been carried out, or which will result in reducing the units of an approved practice below the extent to which the practice has been properly carried out prior to the time the adjustment or substitution is made. Adjustments or substitutions may be made between farms as well as on the same farm.

A revised notice of approval for each farm affected by the adjustment or substitution shall be prepared and distributed in accordance with the instructions relating to the original notice of approval, except that the word "Revised" shall be entered above the title of the form. A complete listing of all approved practices for the farm, after substitutions and adjustments are made, shall be made on the revised notice of approval.

#### **PART V—INSTRUCTIONS FOR ISSUING NOTICES OF APPROVED PRACTICES**

The notice of Approved Practices and Report of Performance, Form NCR-46-17, will be prepared in the county office and will be used to notify farmers of the conservation practices which have been approved for their farms under the 1946 Agricultural Conservation Program, and in reporting the performance of such practices.

##### **FARM IDENTIFICATION**

The farm number, the number of acres in the farm, the acreage of cropland, the acreage of noncrop open pasture, and the names and addresses of the owner and operator of the farm will be entered in the spaces provided in the heading of the form. This information will be taken from the Farm Plan completed for the farm.

##### **ENTRIES OF APPROVED PRACTICES AND EXTENT**

The names of the practices approved by the county committee for payment on the farm, the practice numbers, the approved units of the practices, the rate of payment per unit, and the maximum payments will be entered in columns (a), (b), (c), (d), and (e), respectively. The names of crops, types of material, or other information which will be helpful to the farmer may be entered in column (a) with the names of the approved practices. A line should be drawn beneath the last entry in column (e) and the total of the maximum payments for all approved practices should be entered beneath this line. All entries and computations made on Form NRC-46-17 should be verified.

### MAILING THE FORM

After the form is completed a member of the county committee shall sign the form and enter the date of signing in the spaces provided, in the lower left corner of the form. One copy of the form should be mailed to the operator of the farm, one copy should be mailed to the landlord of the farm, if the landlord is other than the operator, and the original should be maintained in the county office.

### PRELIMINARY REPORTS OF PERFORMANCE

Columns (*f*) thru (*k*), inclusive, and the spaces provided for signatures and dates in the lower right corner of the form will be used in reporting performance. Preliminary entries of performance will be made in the appropriate columns as farmers report the amounts of approved practices performed throughout the year. These preliminary entries should be made with a red pencil in order that they may be distinguished from the entries to be made later by the community committeeman. At the time of the regular performance check, the community committeemen will verify these preliminary entries and complete the performance report. Instructions for completing the report will be issued at a later date.

### PART VI—INSTRUCTIONS FOR PREPARING THE 1946 PROGRESS RECORDS

Form NCR-46-5 Progress Record, 1946 Agricultural Conservation Program, will be used to list the basic farm data and practices approved for payment under the 1946 program, and to record the progress of the work in all counties. County offices should complete columns (1) through (6) as soon as a supply of the form is received.

#### ENTRIES TO BE MADE IN COLUMNS (1) THROUGH (6)

Entries in these columns should be based upon the latest available information in order to reflect the proper identification of the farm with respect to the names of owners, tenants, farmland, cropland, and noncrop open pasture. The reconstituted farms listing sheet should be brought up to date to permit a correct listing of the farms.

*Column (1).*—In those States where the State committee determines that the farms are to be rearranged in alphabetical order and renumbered for 1946, the 1945 farm number will be entered in this column. Column (1) will be left blank in those states where the farms are not renumbered.

*Column (2).*—The entry will be the 1945 farm number in those States where the farms are not to be renumbered. In the case the farms are renumbered enter the new 1946 number. New numbers will begin with the digit "1" in each township and will continue in sequence in accordance with the alphabetical arrangement of the names of the farm owners.

*Column (3).*—The entry in this column will be the names of the owners and the tenants. The relationship of the individuals listed in this column to the farm should be indicated along the right margin of

the column by entering the letter "O" opposite the owner's name, and the letter "T" opposite the tenant's name.

*Columns (4), (5), and (6).*—The entry in these columns will be the acreage of farmland, cropland, and noncrop open pasture, respectively. Totals for these columns should be obtained.

#### ENTRIES TO BE MADE IN COLUMNS (7) THROUGH (12)

*Column (7).*—The entry will be the date the Farm Plan was signed and will be obtained from the Form NCR-46-3. If the owner and tenant refused to sign the Farm Plan, enter the letter "R."

*Column (8).*—This entry will be the date on which the Notice of Approved Practices, Form NCR-46-17, was mailed to the individual. The entry will be obtained from the Form NCR-46-17.

*Column (9).*—The entry will be the date the performance report is completed for the farm.

*Column (10).*—The entry will be the lot number of the RF-10 on which the application for the individual farm is listed. The entry should be made on the date the application is submitted to the State office in order to keep the record current and to prevent submission of duplicate applications. If an application is suspended enter the letter "S" in red beside the lot number in the column. When the application is submitted to the State office draw a line through the letter "S," and enter the new lot number, if any.

*Columns (11) and (12).*—These columns are for the use of the county committee in any manner they deem advisable.

#### ENTRIES TO BE MADE IN COLUMNS (13) THROUGH (31)

The entries in these columns will be the number of units of each practice approved for the farm. One column will be used for each practice or each part of the practice where different credit rates are established. The practice number should be entered in the head of each column. The original approved units will be entered on the lower half of the double line for the farm. Subsequent adjustments or substitutions in the originally approved units of a practice should be entered on the upper half of the double line, and the original entry, if any, lined out in such a manner that the figures remain legible. Totals for these columns should be obtained.

#### ENTRIES TO BE MADE IN COLUMNS (32) THROUGH (34)

*Column (32).*—The entry will be the total value of the practices originally approved for the farm by the county committee. This entry will be obtained from Form NCR-46-17. The entry in this column will not be changed because of adjustments or substitutions in Columns (13) through (31).

*Column (33).*—The entry will be the amount of net value decrease resulting from adjustments or substitutions in the approved units of practices in Columns (13) through (31).

*Column (34).*—The entry will be the amount of net value increase resulting from adjustments or substitutions in the approved units of practices in Columns (13) through (31).

**Totals.**—Immediately after the final date for signing Farm Plans the listing for all forms should be completed and totals obtained for Columns (32) through (34). The total of column (32) should not be in excess of the amount of funds for which the county may approve practices and should equal the total of the units listed in Columns (13) through (31) times the payment rates. Columns (33) and (34) may be used throughout the year to determine whether the credit value of the practices approved is within the amount for which approval may be given.

#### PART VII—INSTRUCTIONS FOR PREPARING THE POOLING AGREEMENT

A Pooling Agreement, Form NCR-6, may be used in connection with any of the practices listed under the Pooling Agreement Section of the Committeeman's Handbook, Form NCR-46-1, provided: the practices when performed will be of benefit to all signers of the agreement; the practice when performed will conserve and improve the agricultural resources of the community; and the practice will result in soil and water conservation which would not otherwise be brought about.

*When to use the form.*—A pooling agreement should be used in those cases where the practice to be performed is to be carried out cooperatively by the producers who will be benefited by the project and where the volume of work to be done is so extensive that the use of the agreement is essential to provide sufficient incentive to the producers involved.

*Preparation of the form.*—Producers who wish to enter into a pooling agreement should be advised of all provisions of the agreement, particularly with respect to the following points: that a manager of the agreement must be selected from among their own number; that the total amount of payment approved for the pooled practice will be made to the manager; that the division of the total payment among the producers signing the agreement is not to be determined by the county committee, and that such division must be made by the manager from the proceeds of the payment and in accordance with arrangements made between the manager and the other signers; and that the government assumes no responsibility for damage or other claims arising from and due to the project performed under the agreement.

After the manager has been selected, his name and address will be entered in Section II, and all parties to the agreement, including the manager, will affix their signatures in the spaces provided in section III. The county office will enter the appropriate farm numbers opposite the signature.

The practice number, description, general location, units approved for payment, and the total amount of payment approved, will be entered by the county office in the spaces provided in Section III. This information should be entered at the time the producers sign the form.

*County committee approval.*—The county committee will indicate their approval of the proposed agreement by having one of their number affix his signature in the space provided in the lower right

corner of the form. The name of the county and the date on which the committeeman signed the form should also be entered in the appropriate spaces. The approval of the farmer fieldman should be obtained and his approval indicated by his initialing of the form directly under the county committeeman's signature.

When the fieldman's approval has been obtained, all copies of the agreement should be forwarded to the State office for approval of the State Committee. The State and county code should be entered in the space provided in the heading of the form prior to submission to the State office, but the pooling agreement number will be left blank.

*Approval of the form in the State office.*—The State committee will review the evidence submitted with the request for approval and will indicate their approval by having one of their number sign the form in the space provided in the lower left corner of the form, and affixing the date of the approval. If approval is not granted, the word "Disapproved" should be written across the face of the form and the form returned to the county office with an explanation of the decision. Approved forms will be assigned a number in the State office and such number entered in the space provided in the heading of the form.

*Disposition in the county office.*—When the approved form is returned from the State office, copies of the approved agreement must be mailed to each signer of the form. The original of the form will be maintained in the county office, and a copy of the agreement will be placed in each signer's farm folder. In the event the State office disapproves the proposed agreement, all signers of the form should be advised of the decision of the State committee and provided with an explanation of the decision.

